



Saskatchewan
Ministry of
Social
Services

Transitional Employment Allowance

POLICY MANUAL

August 2008

TEA Policy Manual Change Summary

Chapter	Section	Update
TOC		Table of Contents updated
	Throughout manual	Approved pre-employment programs and services changed to “pre-employment activities, programs or services”
2	2.1	- “Received” changed to “signed” - “15 days” has been defined
2	2.3	Post-secondary program has been defined
2	2.5	Clarification provided for children living with Persons of Sufficient Interest
3	Intent	Added “liquid and real assets of all eligible family members”
3	3.1	Disposal of assets of more than \$1500 within the previous 6 months
3	3.2	Added the allowable asset exemption limits
3	3.4	Added section regarding Disposal of Assets
3	3.5.1	Added new subsection regarding Income Prior to Application
3	3.5.2	Added new subsection regarding Income after Application
3	3.6	Exempt Income “(a to k)” changed to “(a to o)”
3	3.7	Clarification of PTA funding
5	5.2	New residents to province have 60 days to provide a Saskatchewan Health Services Number
5	5.2	Amended acceptable ID when either the SIN or the HSN is not available at the initial meeting.
6	6.1	Clarification that Emergency SAP benefit may be considered a source of income
7	7.1	Documentation required for GLA has been amended
7	7.1	The GLA prorating has been changed to \$8.50 per day.
7	7.2	Board and Room documentation requirement has been amended
7	7.6.2	Clarification of pre-employment allowance
7	7.8	Removed reference to licensed care; clarified when Category B clients may receive child care allowance and added that child care needs should be reviewed at each Mandatory report
9	9.2	- “as a discretionary payment” has been removed - “placed” has been changed to “requested”
10	Intent, 10.1 and 10.3	Supplementary Health sections have been amended, both Category A and B clients will be nominated.
11	11.1	Added “and related expenses” to medical travel circumstance
11	11.1	Added travel to attend funeral – up to \$200
11	11.1	Amended allowable limits for temporary shelter

11	11.1	Clarified that the full amount of each special circumstance may be provided.
11	11.2	Clarified that alternate fuel costs will be divided equally among adults sharing accommodation
12	12.1	Reporting requirements amended – Category A & B clients treated the same
12	12.2	Added Monthly Reporting requirement
13	13.2	Termination of Benefits amended to reflect monthly reporting and provision for unit administrator to waive requirement for written notice of change in circumstances.
14	14.1	Clarification: If no error was made, the unit administrator schedules a <i>local appeal</i> hearing within 15 days of the <i>reconsideration decision</i> , and advises the client in writing regarding date, time and location of the hearing.
14	14.2	Appeal section has been amended: Removed reference to request for local appeal hearing as it is dealt with in the Reconsideration section.
15	15.2	Added: More than \$20 per month can be recovered if client wishes to do so. Clarified that there is no overpayment recovered from the first month's benefit.
16		Documentation Requirements updated.
17		Delegation of Authority updated: Disposal of assets added, Area Service Managers removed
18		Revised program rates (effective August 1, 2008)

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POLICY STATEMENT

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Transitional Employment Allowance Regulations	Intent	CH 1

Intent

The Transitional Employment Allowance (TEA) Program is a benefit program to assist applicants who require assistance until they are employed or become self sufficient through other income support programs or other sources of income. There are two categories of applicants: those participating in pre-employment programs and services and those requiring income support to a known date of self-sufficiency.

The TEA Regulations are the legislative authority prescribing the conditions of eligibility for TEA, the amount of benefits, the conditions under which benefits are cancelled or reduced or under which appeals can be made. The TEA Regulations are the primary directions to be used in delivering the program.

The TEA Policy Manual articulates ministry policies related to the TEA Regulations.

POLICY STATEMENT

Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 2, 3, 4, 5, 6 & 7	Eligibility	CH 2

Intent

Definitions of terms used in the program are in Regulation 2.

TEA is an income support program intended to support Saskatchewan residents who are participating or are eligible to participate in *pre-employment activities, programs or services*.

Pre-employment activities, programs or services are those deemed likely to assist the client or participating spouse to become able to accept employment. (See Regulation 2(l) and 3.

The applicant is responsible to complete a written application for TEA and to:

- provide the documentation required to determine eligibility for benefits
- report changes in circumstances, and
- participate in *pre-employment activities, programs or services that lead to self sufficiency*.

The TEA application consists of the following components:

- personal and financial information
- declaration
- consent

The application is considered complete when all of the above requirements are met.

Applicants and eligible spouses must meet with a ministry representative to review the application and ensure the information on the application is correct. The client may make corrections by striking out any errors, making the necessary corrections and initialing the changes on the application. The applicant (and eligible spouse) signs the application and consent. In exceptional circumstances, the spouse may review and sign the application at a later time; however, the application is not complete until the spouse signs the application and consent as noted above.

A new application is completed if more than 30 days have elapsed since the last TEA benefit was paid.

Assistance is granted when it is determined the applicant has a budget deficit.

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2.1 Eligibility Date

The date of application is deemed to have been made on the contact date shown at the top of the application form.

The date of eligibility is the date the client notified the office of his/her intent to apply for benefits as long as the completed application is *signed* within 15 days. If the completed application has not been *signed* within 15 days from the date shown at the top of the application form, a new application is required. *In the calculation of the 15 days, the first day is excluded and the last day is included. If the 15th day falls on a holiday or weekend, the 15 day period is extended to the next day on which the office is open.*

The application is confirmed when the applicant (and eligible spouse) has reviewed the application and confirmed the information is correct and signed the *application* and consent in the presence of a ministry representative within 15 days of the date shown at the top of the application.

2.2 Persons Who Are Eligible

An applicant is eligible if he or she:

- Is a Saskatchewan resident 18 years or older. (See Regulation 2 (e)).
- Has a budget deficit as specified in Regulation 7.
- Has satisfied the unit administrator that he or she has explored every possibility of self-support. Example 1: An applicant who quit or was fired from employment, or who failed to apply for EI may not be eligible. Such an applicant may be deemed eligible in these situations at the discretion of the unit administrator. Example 2: A single parent applicant is expected to pursue support as a resource, but may be deemed eligible while pursuing support or may not be required to pursue support, if in the opinion of the unit administrator, this is not an appropriate action.
- Has not received assistance for needs as described in TEA Regulations 16 to 21 from any other source for the month of application and must not be receiving SAP, PTA or similar benefits.
- Is a full time high school student living with parents who are not receiving SAP and who expects to complete grade 12 within 6 months.

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2.3 Persons Who Are Not Eligible

An applicant is not eligible if he or she is:

- an individual with a budget surplus or excess assets
- an individual who is sentenced for more than 30 days to a correctional facility
- an inmate or a prisoner in a correctional facility or prison (includes those sentenced to a Community Training Residence)
- an individual who is not a Canadian citizen and who is not eligible to work in Canada
- an individual who is a full-time student in a post-secondary educational program (*a post secondary program is a course of studies eligible to receive funding through a student loan or other funding source*)
- an individual who resides on a reserve, where the Government of Canada funds a similar or comparable program (e.g. social assistance).

2.4 Application Criteria for Categories of TEA Applicants

Applicants have been divided into two categories:

- **Category A clients** are those applicants and/or spouses who have been deemed able to participate in pre-employment *activities*, programs or services with the anticipated outcome being movement toward employment and self-sufficiency. Clients have some ability to become employed on a full time or part-time basis. Barriers to employment such as addictions, physical disabilities, or mental health issues in and of themselves do not preclude participation in pre-employment *activities and* programs or receiving pre-employment services by an applicant or spouse.
- **Category B clients** are those applicants and/or spouses who are expected to be self-sufficient within three months of application. Examples include, but are not limited to, clients waiting for first EI payment, first pay from employment, inheritance, Workers Compensation payment, etc.

2.5 Eligible family members - See Regulation 6(1) & (2)

Children in care of the Minister are not eligible family members. *A Person of Sufficient Interest (POSI) is a court-appointed designation for the care of a child(ren). Wards living with a POSI are not eligible for financial or health benefits. Children who are not wards living with a POSI are considered part of the family unit and are eligible for health and financial benefits.*

POLICY STATEMENT

Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 7, 8	Income and Assets	CH 3

Intent

Financial resources of the client include the income *and the liquid and real assets of all eligible family members*. Certain income and assets are exempt from the calculation of resources. All nonexempt income is deducted when assessing eligibility.

Personal assets are not considered as an available resource for the purposes of the TEA program. Personal assets include, but are not limited to, items such as cars, computers, furniture, boats, jewelry, stereo equipment, hobby equipment, tools, etc.

3.1 Budget Deficit Defined

All liquid and real assets and income are declared and a determination is made whether the assets or income are exempt or excess.

A budget deficit occurs when the combined income and assets of a client and eligible family members are less than the total of allowances.

3.2 Liquid Assets

Liquid assets including funds held in bank accounts, RRSP's, GIC's, stocks, bonds or other investment instruments are exempt up to the allowable limits based on family size *as follows*:

- *An individual with no eligible family members - \$1500*
- *An individual with one eligible family member - \$3000*
- *An individual with more than one eligible family member - \$500 for each additional family member*

An applicant does not have a budget deficit if the individual possesses liquid assets which exceed the allowable *asset exemption*. Example: A family of three can have \$3,500 in liquid assets before there is a budget surplus.

3.3 Excess Assets

Excess assets must be considered in the calculation of eligibility. Excess asset means:

- residential property other than the principal residence of the individual, or;
- real or *business assets* used in farming or business operation of the individual or a member of the individual's family unit (*Example: farm land, vehicles, equipment, tools*)

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3.4 Disposal of Assets

The disposal of assets over \$1500 within 6 months prior to the application is considered: amount of assets, date received, sources, expenditures.

3.4.1 Prior to Application

- *Clients provide information regarding any assets they owned or in which they had an interest during the six (6) month period prior to application. The details concerning use of assets and any transfers are reviewed including whether the payment received was adequate in relation to the market value minus any encumbrances as well as the disposition of any proceeds.*
- *Assets disposed of within six (6) months prior to the application are not considered excess assets if in the opinion of a unit administrator, the disposal was reasonable and not carried out for the purpose of causing the individual to have a budget deficit.*
- *Any proceeds from an asset during the six (6) month period prior to application that is not approved or disposed of is considered income in the previous thirty (30) days and used to determine if an individual does or does not have a budget deficit.*

3.4.2 After Application

- *For the purpose of determining ongoing eligibility, proceeds from any liquid or real assets of an applicant and spouse, if any, is considered an available financial resource and is applied as income to the entitlement month after the date it is received.*

3.5 Income

Income is:

- *Recurring funds such as wages, pensions, maintenance payments, annuity payments.*
- *Lump sum and/or retroactive payments received such as pensions (OAS, CPP), maintenance payments (child, spousal), widow's/orphans benefits, donations from a benevolent organization, gifts.*

3.5.1 Income Prior to Application – Initial Eligibility

- *For the purposes of determining initial eligibility, an individual has an excess income if all sources of nonexempt income received by the applicant and applicant spouse, if any, within thirty (30) days of the application is equal to or greater than the monthly allowance, and is not eligible.*
- *The unit administrator may approve the disposal of income in the previous thirty (30) days to application if in the opinion of the unit administrator the funds were used for expenses related to shelter, food, and other reasonable expenditures of personal necessity.*

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3.5.2 Income after Application – Ongoing Eligibility

- *For the purpose of determining ongoing eligibility, all sources of nonexempt income received by the applicant and applicant spouse, if any, is applied as income in the month following the date it was received (i.e. Wage received June 15 is applied to the July entitlement).*
- *If the income from the previous month exceeds the current month's budget deficit, no assistance is issued. Any remaining budget surplus is not applied to the following month's entitlement.*
- Lump sum income received after application is applied to the following month's entitlement from date received and the monthly benefits is reduced by the amount lump sum. If there is no eligibility after 30 days, the file is closed. The client is advised that the lump sum income is expected to meet basic living requirements.

Example: Client receives \$1200 lump sum income April. Allowances total \$900. There is no budget deficit and the client has a surplus of \$300. The surplus is not carried forward. *The client has no entitlement for May and the file is closed 30 days after last assistance.*

3.6 Exempt Income

See Regulation 8 (2)(a – o) for income which is exempt. The following income is considered available in whole or in part:

- If an individual's income is subject to attachment or garnishment or other similar process, the amount attached or garnished is considered income.
- The amount of any overpayment recovered from an individual by set-off or any other means is considered as income.
- \$25 per month of room and board revenue is considered income.
- \$75 per month of rental revenue is considered as income.

3.7 Income from Student Loans/Bursaries and PTA

Full-time students in a post-secondary educational program are not eligible (See CH 2 Section 3).

- Student Loans – Students apply for and may receive student loans prior to the commencement of classes. TEA benefits may be provided to the date classes commence for those eligible for student loans.
- PTA funding – Students at SIAST and regional colleges seeking adult basic education generally apply for PTA on the date classes commence. TEA benefits may be provided to the end of the month *prior to PTA payments commencing.*
- *Other funding* – Students who are seeking basic employability skills may participate in Bridging programs delivered by community based organizations. *These students may or may not qualify for PTA or other funding sources.* If such a student *does not qualify for PTA or another funding source*, he or she may continue to receive TEA benefits while participating in the program.

POLICY STATEMENT

Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 9, 10, 11	Duration of Allowance	CH 4

Intent

TEA is intended to provide assistance for eligible individuals and/or their families for as long as the client and/or spouse continue to participate in pre-employment programs and services leading toward self sufficiency or to a known date of self-sufficiency.

4.1 Duration of Allowance

Category A clients are eligible for TEA from the date of application as long as they continue to participate in pre-employment programs and services approved by the unit administrator. These activities may include, but are not limited to:

- follow a case plan
- participation in a pre-employment *activities and* programs or receiving a pre-employment service
- actively seeking employment

The allowance ends if the client or participating spouse do not meet these criteria.

Category B clients are eligible for TEA from the date of application and ending on the last day of the third calendar month following the month of application unless the client becomes self-sufficient or the allowance is terminated in accordance with Regulation 28 before that date.

Family members are eligible to receive TEA as long as the client/spouse remains eligible and the family member continues to be an "eligible family member" as defined in Regulation 2(g).

POLICY STATEMENT

Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 12, 13	Application	CH 5

Intent

The application for TEA must be made in writing on a form supplied by the ministry. An application and program guide is available to the applicant upon request. All applicants must have identification. They are advised as to the identification requirements prior to the initial meeting with a ministry representative if possible.

5.1 Application

An applicant may apply:

- by phone
- in writing using a form supplied by the ministry

5.2 Requirement to Provide SIN and HSN

As a condition of eligibility, applicants and eligible spouses must provide:

- the Social Insurance Number (SIN) for the purpose of verifying eligibility; and
- the Health Services Number (HSN) (including other eligible family members) for the purpose of determining eligibility to receive supplementary health benefits.

Hard copy is not required.

It is important for applicants to have a SIN since this is required for those who expect to gain self-sufficiency through employment.

New residents to Saskatchewan may provide health numbers from the last province of residence, *however within 60 days they must provide a Saskatchewan Health Services number.*

If an applicant or eligible spouse does not have a SIN or HSN, and has applied for, but not received it:

- verification of an application for a SIN must be a document confirming that an application has been made.
- confirmation of an application for a HSN can be verbal confirmation from the applicant that an application has been made to Saskatchewan Health.

The SIN and HSN are required within 60 days if not available at the initial meeting with a ministry representative.

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If either the SIN or the HSN is not available *at the initial meeting*, the applicant must provide one or more of the following *photo identification* documents:

- Driver's License (current)
- Band Registry Card
- Passport/Immigration documents
- Any Photo Identification

These documents are copied and the copy is placed on the file.

5.3 Confirmation of Application and Consent

The applicant is advised as to the required documentation and proofs of identification prior to the confirmation of the application.

The applicant provides documentation to confirm:

- the requirement to pay for shelter or board and room
- utilities in client's or spouse's name
- all income of eligible family members
- all real and liquid assets of eligible family members

The applicant and the applicant's spouse, if any, confirm the application in person and sign the consent in the presence of a ministry representative.

If an application is not confirmed within 15 days, it is discontinued. (See Chapter 2). A new application is required if a previous application was discontinued.

5.4 Re-Application

Individuals may apply or reapply for TEA at any time regardless of the date of previous refusal or termination of payments (including appeal decisions). In the case of re-application from a client who appealed, the refusal would stand if the applicant's circumstances remain unchanged. If the circumstances which precipitated the decision have changed the applicant's eligibility is reassessed.

POLICY STATEMENT

Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 14, 15	Amount of Allowance	CH 6

Intent

The amount of TEA benefits is intended to provide an allowance to meet minimum living requirements of eligible applicants.

6.1 Effect of eligibility on payment of assistance

SAP will not be paid to a client for any period of time during which the client is eligible to receive TEA except for a limited amount of assistance granted in an emergency for a very short period. *Any amount provided by SAP is considered a resource/income and results in an overpayment on the TEA file. In exceptional circumstances, the unit administrator may waive the SAP as a resource/income. Exceptional circumstances include, but are not limited to, situations where emergency assistance could have been provided by the TEA program.*

6.2 Amount of TEA

The entitlement is based on the total of all allowances for which the client is eligible in accordance with Regulations 16 to 21 and is reduced by the amount of any income that is received by the client or any eligible family member in the previous month.

6.3 Excess Income

Any income received in the month prior to application which places the client in a surplus budget position is considered excess income. Example: An applicant received \$1500 on May 15th. The individual applies on June 1st with budget needs of \$900. The applicant has a surplus and is not eligible. (See *Policy 3.4.1 and 3.5.1*)

The unit administrator may approve the disposal of income in the month prior to application in exceptional circumstances giving consideration to the following factors:

- amount of income
- date received
- source of income
- expenditures

POLICY STATEMENT

Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 16, 17, 18, 19, 20, 21	Allowances	CH 7

Intent

TEA allowances are based on rates approved by the Minister.

Allowances**7.1 General Living Allowance**

A General Living Allowance is provided when a client is required to pay for shelter (e.g. rent or mortgage). It is intended to provide funds for shelter, food, clothing, household expenses, personal needs and incidental expenses including travel.

Documentation required to receive a General Living Allowance:

Renters - one of the following is required:

- *rent receipt (current or last month's if there is no change in address);*
- *proof of payment (cashed rent cheque or verification of direct debit);*
- *rental agreement for the current address;*
- *signed confirmation from landlord which confirms the cost and address;*
- *rent increase notice*

Home owners - proof of payment (e.g., bank statement) certificate of title, mortgage-loan agreement, home insurance and tax statements, copy of agreement for sale.

Joint Title - proof of payment, certificate of title, or mortgage-loan agreement

If the shelter is in the spouse's name only, the spouse must be an eligible family member.

If the shelter need has been paid for the month of application, the General Living Allowance begins the date the client is eligible to receive the allowance. The allowance is prorated. Example: Client applies June 3rd and has paid June's shelter costs. The General Living Allowance would be allowed from June 3rd to June 30th.

If the shelter need has not been paid for the month of application, the General Living Allowance is reduced by the amount set out in the schedule of rates for each day of the month before the client applied. Example: Client applies June 3rd and has not paid shelter costs for June. The General Living Allowance is reduced by \$8.50 per day.

TEA applicants who live in subsidized housing units receive the rates for which they are eligible by location (Tier A, B, C or D). Whether they live in subsidized units is not a consideration when determining the TEA amount.

POLICY STATEMENT

7.2 Board and Room Allowance

A board and room allowance is provided when the client is required to pay for accommodation and food. The allowance is intended to provide funds for accommodation, food, clothing, personal needs, and incidental expenses.

The client declares the need for a board and room allowance on the application or on a report form. No further documentation is required.

7.3 Personal Living Allowance

A personal living allowance is provided when the client requires funds for clothing, personal needs and incidental expenses but does not pay for food or accommodations or pays a token amount.

The client *declares* the need for a personal living allowance on the application or on a report form.

7.4 Northern Food Allowance

To be eligible for a northern food allowance the client must reside north of the 54th parallel, in the Northern Village of Cumberland House, Pemmican Portage or Barthel.

7.5 Utilities

A client receiving a General Living Allowance who must pay utilities to a utility provider (e.g. SaskEnergy, bulk fuel dealer) is eligible to receive an allowance for the utilities they are required to pay.

Rates approved by the Minister may be provided for telephone, electricity, home heating/energy, and water. (For oil, propane, and wood, see Chapter 11)

Documentation required to receive a utility allowance

- Current utility bills in the client's and/or spouse's name. If the utility is in the spouse's name only, the spouse must be an eligible family member.

If an applicant and spouse separate and the utility bills are in the spouse's name, funds for utilities are provided when the client provides documentation that the utility bill has been changed to the applicant's name.

A client who is eligible for board and room and who pays for a telephone which is in his/her name may be eligible for the telephone allowance.

The utility allowance is not provided if the client has paid the utilities in the month of application. Example: Client applies June 15th and has paid utilities for June. No utility allowances are provided for June.

The utility allowance is provided in full if the client has not paid utilities in the month of application. Example: Client applies June 25th and has not paid for utilities for June is allowed. The utility allowance is provided and is not prorated.

POLICY STATEMENT

7.6 Job Start Allowance

An allowance of \$140 is provided to meet expenses related to starting employment. The client is required to provide necessary details concerning work or a possible job by verbal statement. The client provides verbal confirmation of the name of the employer, the start date, the rate of pay and the date of first pay.

Contact with an employer should only be made with the consent of the client or spouse if he/she cannot provide the required information.

The applicant is asked to provide wage information. If it is not forthcoming, the employer may be contacted.

7.6.1 Pre-Employment Allowance

A \$20 allowance is provided to those participating in a pre-employment activity, program or service or require an allowance in order to accept employment.

7.7 Relocation Allowance

The allowance is intended to meet costs associated with moving including moving costs, security deposits and utility deposits.

An allowance may be provided if:

- Relocation outside the community of residence to commence employment *and/or training as part of an approved plan*; See Section 7.6 above regarding confirmation of employment;
- relocation is required for medical purposes or for safety reasons;
- moving to more adequate or affordable accommodation (e.g. utilities);

For special circumstances, see Chapter 11.

7.8 Child Care Allowance

An allowance may be provided for private unsubsidized child care based on the established flat rates for half days or full days. The allowance may be provided if the client requires child care in order to participate in employment or pre-employment programs, services or related activities such as, but not limited to:

- appointment with an employment counselor;
- participation in addictions counseling;
- attending job interviews;
- *approved training.*

If the client's spouse is also participating in pre-employment *activities*, programs or services which require both parents to be out of the home during the same time period, a child care allowance is provided.

It is expected that if client and spouse are not participating in pre-employment activities during the same time period that child care will be provided by the available family member and no child care allowance is provided.

The child care allowance is issued to Category B clients when required *to enable them to accept or maintain employment.*

POLICY STATEMENT

Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 22	Payment of the Allowance	CH 8

Intent

TEA is paid in advance. Clients are expected to receive TEA payments through direct deposits to a bank account. Having a bank account established before employment commences will assist clients with the transition to employment. A written statement of TEA payments is provided to a client. No joint or third party payments are made.

8.1 Direct Deposit

Payments are made by direct deposit to a client account with a financial institution. Clients are expected to complete a direct deposit authorization form at the time of application. Clients are responsible for payment of any charges related to the administration of their bank accounts.

Applicants who have a bank account are expected to return the direct deposit authorization. Applicants who do not have a bank account are expected to contact a financial institution and open an account within 60 days of the application.

8.2 Waiving Direct Deposit

Initial TEA benefits may be made by cheque.

Ongoing TEA benefits will be made by direct deposit unless exceptional circumstances exist, as determined by the unit administrator such as:

Garnisheed Account - Client has a garnishee in place or garnishee proceedings have commenced. Client must provide verification of the garnishee.

Remote Area - Client lives in a remote area where there are no accessible banking services. Client's verbal statement will be accepted and recorded on file.

***Special Circumstances** - Reasons that are not included above:

e.g. Client is unable to obtain a bank account. Client will submit a copy of the refusal letter from the bank.

e.g. Client refuses to participate in direct deposit. Written notice from the client stating the reason for not participating is required.

*In cases where the unit administrator has approved the cancellation of direct deposit the requirement of direct deposit will be reviewed upon re-application.

Emergency cheques are issued only when the health and safety of the client are at risk.

POLICY STATEMENT**8.3 Frequency of Payments**

A monthly payment is used wherever possible. After the first payment, TEA may be paid twice monthly or monthly while the client remains eligible. The frequency of payments of the monthly entitlement may be paid to reflect normal employment pay periods in order to prepare the client to accept employment and to budget accordingly.

POLICY STATEMENT

Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 23	Lost, Stolen, Not Received Cheques	CH 9

Intent

Since most clients are expected to receive TEA payments through direct deposits to a bank account, assistance to prevent hardship in the event of lost, stolen or not received cheques should seldom be required.

9.1 Initial Process

No action to issue a benefit is taken:

- until three days following the cheque mailing date if the cheque is not cashed; **or**
- if more than 30 days have elapsed since the date of issue **and** the cheque has been cashed.

9.2 If the cheque has not been cashed

Benefits may be reissued after the statutory declaration has been taken and a stop-payment has been *requested* on the cheque.

9.3 If the cheque has been cashed

Should the client acknowledge the endorsement or there is sufficient reason to believe he/she endorsed the cheque, no further action is taken and any duplicate allowance issued to the client for the month is assessed as an overpayment.

If the client does not acknowledge the endorsement, a statutory declaration is taken stating this and placed on file.

If less than 30 days have elapsed since the cheque was issued, benefits are issued as required and are not immediately assessed as an overpayment.

If more than 30 days have elapsed no additional allowance is issued.

The benefit issued is an overpayment if it is determined the client cashed the cheque.

POLICY STATEMENT

Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 24	Health Benefits	CH 10

Intent

When eligibility for TEA has been established, *Category A and Category B clients and eligible family members of a client* are nominated for supplementary health benefits. Registered Indians receive health benefits through Health Canada.

10.1 Supplementary Health Benefits

Health benefits are administered by the Ministry of Health. Commitments should not be made on their behalf. Inquiries about health benefits should be directed to Health.

10.2 Nomination for Supplementary Health Services

Category A and Category B clients and eligible family members of a client are nominated for supplementary health benefits.

If it is anticipated that clients will be on assistance for less than three months from the date of application a health expiry date is determined anticipating the time they are expected to be in receipt of financial benefits. Where it is expected that the clients will require assistance for three months or more no health expiry date is required.

*The following services may be provided: dental, optical, oxygen, hearing aids, chiropractic, drugs, medical supplies and appliances, and ambulance. **Dental services are restricted for six months.***

Those who are nominated for supplementary health benefits are informed in writing of the nomination and that health benefits are provided only while eligible for TEA.

Clients are advised to present the supplementary health card or letter issued by the Health ministry to health service providers.

10.3 Temporary Health Coverage

A temporary health form may be approved for eligible TEA clients in cases where an emergency health problem exists and treatment (e.g. drugs) is required immediately.

Procedures:

- *The appropriate form is completed.*
- *An electronic nomination must be processed after a THC form is approved.*
- *A THC may only be issued for a maximum of 14 days. The effective start date is included in the 14 days.*
- *Effective and cancellation dates must be on the THC.*

POLICY STATEMENT

Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 25	Temporary Assistance in Special Circumstances	CH 11

Intent

Funds may be provided if a client or eligible family member circumstances pose an immediate threat to their health and safety.

11.1 Temporary assistance in special circumstances

The unit administrator may approve temporary assistance in an amount not exceeding \$1000 in the following exceptional circumstances:

- travel *and related expenses* required to obtain treatment for a serious medical condition;
- temporary accommodation to persons evicted with little or no notice or to persons whose accommodation has been destroyed by fire or other disaster;
- reinstatement of a utility service if the service is cut off, or continuation of a utility service if the service is about to be cut off.
- other circumstances where an immediate and serious threat to health and safety is evident. (e.g. newborn needs where no other resources are available).
- *travel to funeral of a spouse, parent, sibling or child - up to \$200*

The unit administrator may approve temporary assistance in an amount not exceeding \$1000 for the costs of temporary shelter and food up to 14 days to TEA applicants who:

- have no permanent address;
- are staying in temporary accommodation until they can secure a permanent residence; and,
- do not plan to reside at the temporary address.

Actual costs not exceeding \$1000 may be provided in each exceptional circumstance that arises during the period of time the client is eligible for TEA. Example: A client *is granted* temporary assistance for utilities in the amount of \$300 and later *may be granted* \$800 for medical travel for a seriously ill child. *The full amount of each need may be assessed and provided separately.*

11.2 Utilities

For oil, propane and wood used for heating, the actual costs of the alternate fuel and delivery are provided to clients *receiving a General Living Allowance*. Actual costs are verified by a statement or bill. A monthly utility allowance is not provided. (See Chapter 7.5) *Where more than one adult is living in the accommodation, the fuel cost will be divided equally among the adults living in the accommodation.*

POLICY STATEMENT

Utility Arrears (existing TEA clients)

The unit administrator may approve temporary assistance to cover utility arrears including reconnection or continuation of a utility service that has either been cutoff or is about to be cutoff in cases where:

- The client has made a reasonable attempt to pay their utilities on TEA: and
- The amount of the utility allowance is insufficient to cover the actual costs of the utilities.

Utility arrears are reviewed and actual costs not exceeding \$1000 may be provided.

Clients accessing temporary assistance for utility arrears are required to:

- Explore equalized utility payments (where appropriate);
- Reduce telephone or other utility costs;
- Consider moving to more affordable housing;
- Connect with money management services where available.

Clients who remain on TEA and identify further utility arrears may be referred to SAP.

Utility Arrears (at application)

Arrears are identified upon applying for assistance.

Applicant's accessing temporary assistance for utility arrears are required to:

- Discuss payment arrangements with utility provider;
- Connect with money management services where available.

11.3 School Expenses Allowance

A school expenses allowance may be provided for each dependent child. The allowance is intended to cover all school expenses and supplies during the regular school year.

The school expenses allowance is provided based on the age of the child as of August 1 in a calendar year, as follows:

For each child less than 6 years of age	\$ 50
For each child age 6 to 13	\$ 85
For each child age 14 to 17	\$130

POLICY STATEMENT

Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 26, 27	Reporting Requirements	CH 12

Reporting Requirements

Client reports are made in writing on a form supplied by the ministry.

12.1 Reporting Changes

All clients must report immediately to the ministry:

- any changes in the family composition or factors relating to the eligibility of family members;
- any offer of employment received by the client or the client's spouse;
- any changes in income, address, the type of the client's accommodation, the number or type of utilities that the client pays for;
- ceasing of the client or the client's spouse to work, to actively seek employment, to participate in a pre-employment program or service;
- *acquisition of assets acquired since application or last report; or*
- *disposal of assets since application or last report.*

Clients may report by phone or in writing. A report made by phone must be confirmed in writing within 15 days, unless the unit administrator waives the requirement. Waiving of the written report includes changes resulting in reduced monthly benefit, for example:

- *phone disconnects;*
- *termination of child care benefits.*

12.2 Monthly Reporting

All clients must report monthly indicating whether any item described in section 12.1 above has changed or not. The ministry advises the client in writing of the reporting period and the due date of the report.

POLICY STATEMENT

Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 27, 28, 29	Reassessment or Termination of Benefits	CH 13

Intent

TEA benefits may be reassessed or terminated based on client circumstances. Clients are notified in writing of any reassessment or termination of allowances.

13.1 Reassessment of Benefits

TEA eligibility is reassessed if changes in circumstances affect the amount to which the client is entitled.

13.2 Termination of Benefits

TEA benefits may be terminated for any client if:

- the client or the client's spouse obtains employment and fails to report it;
- the client refuses, without reasonable cause, to accept available employment that he/she is capable of performing;
- the participating spouse refuses, without reasonable cause, to accept available employment which he/she is capable of performing.

TEA benefits may be terminated to a client if:

- the client fails to submit a written report related to changes in circumstances or as required *each month*;
- changes in circumstances affect the eligibility of the client to receive TEA;
- the client is not able to work, actively seek employment, participate in a pre-employment program or service or the client fails to work, actively seek employment, participate in a pre-employment program or service;
- if the participating spouse is not able to work, actively seek employment, participate in a pre-employment program or fails to work, actively seek employment, participate in a pre-employment program service;
- the client fails to submit a written report regarding changes in circumstances, *unless the unit administrator has waived the written requirement.*

In exceptional circumstances, the unit administrator may *waive* the reporting requirements. Exceptional circumstance include, but are not limited to, situations such as hospitalization of the client or eligible family member, natural disaster (fire/flood), postal disruption.

POLICY STATEMENT**13.3 Notice of change in amount, termination**

Written notice of a change or the termination of TEA benefits is to be given to the client by the ministry.

13.4 File Closure

Files are closed when:

- a client no longer has a budget deficit
- benefits are terminated in accordance with Regulation 28
- no benefits have been issued for 30 days

Clients are notified in writing of the file closure and any outstanding overpayment.

POLICY STATEMENT

Legislative Authority	Subject	
Transitional Employment Allowance Regulations Sections 30, 31, 32, 33	Reconsideration and Appeals	CH 14

Intent

Clients have the right to appeal decisions made by ministry employees.

14.1 Reconsideration

Within 15 days of being notified of a decision, a client may ask the unit administrator to reconsider a decision regarding the:

- assessment or reassessment of benefits
- termination of benefits
- assessment of an overpayment

Upon receipt of the request to reconsider a decision, the unit administrator reviews the case within 7 days to determine if an error has been made.

Appropriate corrective action is taken if an error was made and clients are advised in writing. Clients wishing to withdraw the appeal may do so verbally or in writing.

If no error was made, the unit administrator schedules a *local appeal* hearing within 15 days of the *reconsideration decision*, and advises the client in writing regarding date, time and location of the hearing.

14.2 Appeal

Calendar days are calculated as follows:

- In the calculation of the appeal period the first day shall be excluded and the last day shall be included.
- If the appeal period expires on a holiday the time is extended to the next day that is not a holiday.
- If the appeal period expires on a day when a business office is not open the time is extended to the next day on which the office is open.

The following format is used for the ministry's report to the appeal committee:

Date of Appeal

Name

Address

Birth Date

Marital Status

Ages of dependants

Background (related to issue being appealed)

Education, Employment History, Vocational Goals (if relevant to issue being appealed)

Present Situation

Applicable Act, Regulation and Policy references

Reason for Appeal

Reason for Ministry's Decision

Budget entitlement

POLICY STATEMENT

The ministry report includes information from the staff person most familiar with the client, and should only reflect information which bears directly on the issue(s) under appeal. If information or documents from a named source are part of the report his/her consent is obtained.

A copy of the report is provided to the client three working days prior to the hearing.

Appeals may be conducted by teleconference/speaker phone call, or in person, as determined by the unit administrator and the appeal committee chairperson. The appeal committee may convene at the most convenient office location to hear the appeal by teleconference/speaker phone call.

If held by teleconferencing/speaker phone call, the client, ministry representatives and other participants (witnesses, advocates) will be provided a telephone number to call at the scheduled hearing time by the appeal committee secretary.

Clients are provided a fax number to submit written evidence or they may submit it to the nearest regional office for distribution to the appeal committee chair and ministry representatives.

If clients cannot participate in the hearing they may have someone do so on their behalf.

The appeal committee may wish to consult with ministry officials on technical matters.

If the client or the ministry wishes an adjournment this request is provided, in writing, to the chairperson of the committee. Appeals should be resolved as quickly as possible.

Secretarial services and teleconferencing charges are provided by the ministry.

POLICY STATEMENT

Decisions made by the local appeal committee are binding unless overturned by the Social Services Appeal Board.

14.3 Further Appeal

Clients or the unit administrator who are dissatisfied with a decision of the local appeal committee have the right to appeal to the Social Services Appeal Board.

The appeal must be received within 15 calendar days from the date the local appeal committee's decision is given in writing.

If the client appeals after 15 days the request is filed with the Board chairperson who advises the client that a hearing cannot proceed because the time period has lapsed.

If the circumstances changed since the local appeal hearing, the client or ministry may wish to withdraw the appeal. This must be done in writing to the Board Chairperson.

Client appeals are made in writing to the unit administrator. Unit administrator appeals are made in writing to the Social Services Appeal Board. The unit administrator forwards a completed Request for Appeal form (1069) to the secretary of the Social Services Appeal Board. Appeals for Northeast, Northwest and Centre Regions are based in Saskatoon. Those for Southeast and Southwest Regions are heard in Regina.

The following material is to accompany the Request for Appeal:

- The letter sent to the client informing of the decision and right to appeal.
- The client's letter requesting a local appeal hearing.
- The ministry's report prepared for the local appeal hearing and documents presented to the local appeal committee.
- The summary of the local appeal hearing includes: client information (name, address); those present at the hearing (names and capacity); reason for appeal; client's position; ministry's position; decision (direct quote from the local appeal chairperson) and typist initials.
- The letter to the client conveying the decision of the local appeal committee.
- The client's letter requesting a hearing before the Social Services Appeal Board.
- Any other documents or information submitted by the client and/or ministry representatives.

When the Board receives a Request for an Appeal form an appeal hearing is scheduled within 15 calendar days from the date it is received by the unit administrator.

If the client or the ministry wishes an adjournment this request is provided, in writing, to the chairperson of the Board. Appeals should be resolved as quickly as possible.

The Social Services Appeal Board notifies the client and the ministry of the time, date and place of the hearing.

Appeals may be conducted by teleconference/speaker phone call, or in person, as determined by the unit administrator and the Board Chairperson.

POLICY STATEMENT

If held by teleconference/speaker phone call, the client, ministry representatives and other participants (witnesses, advocates) will be provided a telephone number to call at the scheduled hearing time by the secretary of the Social Services Appeal Board.

Clients are provided a fax number to submit written evidence or they may submit it to the nearest regional office for distribution to the Board chairperson and ministry representatives.

The minutes of the local appeal hearing are made available to the client/advocate.

If clients cannot participate in the hearing someone may do so on their behalf.

Ministry representatives, including the staff member most familiar with the client, participate in hearings.

Decisions made by the Social Services Appeal Board are final unless subsequently appealed and overturned by the Court of Queen's Bench on matters of law.

14.4 Interim Assistance

The amount of an interim allowance is:

- the total of a General Living Allowance and a utilities allowance; or
- a board and room allowance

If an applicant or client is granted an interim allowance, the interim allowance to which the applicant or client is entitled is calculated from the date of his or her application. If the interim allowance is applied for after the start of a month, the interim allowance is prorated based on the number of days in the month for which the applicant or client is eligible to receive the interim allowance.

If exceptional circumstances exist, an additional allowance up to \$500 may be approved by the unit administrator. Exceptional circumstances are those where there is an immediate risk to the health and safety of the client and eligible family members.

14.5 Concurrent TEA and SAP appeals:

At the discretion of the appeal committee chairperson, a SAP hearing and a TEA hearing may be held concurrently if the client appeals a decision under SAP before an appeal hearing under TEA has been held.

Time period requirements for local appeals must be met.

14.6 Expenses for Appeal Committees

The following are provided:

- honorarium for each half day meeting
- meals - government rates
- accommodation - government rates
- parking (with receipts)
- travel time - \$25 for round trips of 100 - 199 kms, \$50 for round trips of 200+ kms

POLICY STATEMENT

Legislative Authority	Subject	
Saskatchewan Assistance Act Sections 29.3, 29.5	Overpayments	CH 15

Intent

An overpayment is any allowance provided to which a client is not entitled. An overpayment is recovered from future entitlement or other means.

15.1 Overpayments

The amount paid in excess of entitlement is calculated as an overpayment:

- if an allowance was paid during a period when a budget deficit did not exist
- if an allowance was paid in excess of the amount permitted
- if the client was ineligible for other reasons

The client is advised in writing of the reason, the amount and the specific details concerning the overpayment.

Outstanding overpayment balances are not transferred between TEA and SAP files.

15.2 Recoveries

Overpayments are recovered at a rate of \$20 per month. *More than \$20 per month may be recovered if the client wishes to do so. The request can be made verbally or written.*

Overpayment recoveries *are not made from the first months benefit.*

POLICY STATEMENT

Legislative Authority	Subject	
Transitional Employment Allowance Regulations	Documentation Requirements	CH 16

TEA Program Verification and Documentation Requirements

Condition	Verification	Documentation	Policy Reference
Application and declaration confirmed		Application, declaration, consent form completed and signed by client Direct deposit authorization completed and signed	CH 2
Support - pursuit	Verbal statement from client		CH 2.2
Assets	Disposal of assets prior to application: <i>Verbal statement from client regarding asset, date of disposal, amount and what money was used for.</i>	Assets declared at application: Cash and liquid - bank statements, statement from financial institute for all other liquid assets e.g. bonds, stocks, RRSP's etc. Disposal of assets after application: <i>Receipts, bill of sale, or other verifying documentation</i>	CH 3.2
Income	Disposal of income prior to application: - <i>Verbal statement from client regarding source, date, amount and expenditures.</i> - <i>Verbal statement from client regarding date and amount of last assistance from band or other province.</i> Income after application: Verbal statement from client for board and room, rental income.	Income declared at application and anytime thereafter: Hard copy of all non-exempt income - e.g. pay stub, statement	CH 3.5
Identification	Verbal statement by client of HSN for client and spouse (if applicable). If not available, must be provided within 60 days. Verbal statement by client of HSN for all eligible children. For SIN, documentation of application	When HSN and SIN are not available, hard copy of one of the following: - Current driver's license - <i>Any photo I.D.</i> - Band registry card - Passport or immigration document	CH 5.2
General Living Allowance, Board and Room, Personal Living Allowance	- Client verbal statement for Personal Living Allowance - Client verbal statement for temporary accommodation - e.g. Salvation Army, YM/YWCA, etc. - <i>Client verbal statement for Board and Room as confirmed on Application or on Report form.</i>	Renters: - rent receipt, Home owners: mortgage papers,	CH 7.1, 7.2, 7.3

POLICY STATEMENT

Condition	Verification	Documentation	Policy Reference
Northern Food Allowance	client address		CH 7.4
Utilities		Utility bills in client or eligible spouse name at application or change of address	CH 7.5
Employment related allowances	Job Start Allowance - verbal statement from client		CH 7.6, 7.6.2
Relocation allowance	Verbal Statement from client for starting a job		CH 7.7
Child Care Allowance	Verbal Statement from client for starting a job		CH 7.8
Direct deposit		Direct deposit authorization	CH 8.1
Lost or stolen or not received cheque		Statutory Declaration	CH 9
Temporary assistance in special circumstances.	Verbal statement from client	Temporary accommodation - notice of eviction Utilities - final or cutoff notice	CH 11.1
Alternate fuel	Verbal Statement from client	Receipt, statement or bill for purchase/fill	CH 11.1
Changes in circumstances Category A & B		Change report form	CH 12.1
Reporting requirements		<i>Report form every month</i>	CH 12.2
Advising re: eligibility and change in amounts		<i>Written notice from ministry</i>	CH 13
File Closure		<i>Written notice from ministry</i>	CH 13. .4
Reconsideration & appeals		<i>Written notice from ministry</i>	CH 14
Advising of Overpayments		<i>Written notice from ministry</i>	CH 15.1

No verification or documentation required for exempt income per Regulation 8

- Saskatchewan Child Benefits
- SES
- Child Benefit Adjustments
- Rental Housing Supplement and Disability Housing Supplement
- payments for foster children made by the ministry or INAC
- payments for young offenders committed to open custody
- Canada Child Tax benefit
- A refund of the GST or the Saskatchewan Sales Tax Credit
- Any employment income from eligible dependent children

POLICY STATEMENT

Legislative Authority	Subject	
Transitional Employment Allowance Regulations	Delegation of Authority	CH 17

The approval decision is recorded in writing.

Approval Items	Regulation Reference	Approval Level
Excess asset	Subsection 2 (h) (ii)	3
Spouse assessed as able to work or participate in pre-employment programs and services	Subsection 2 (k)	1
Approved pre-employment programs and services	Subsection 3 (a) and (b)	3
Resources not adequate to meet needs	Clause 5(1) (iii)	1
Explore every possibility of providing for needs	Clause 5 (1) (iv)	1
Category A - available for employment and expected to become self-sufficient - Able to participate in pre-employment programs or receive pre-employment services	Clauses 5 (4) (a) (i) and (ii)	1
Spouse able to accept employment or participate in pre-employment program or receive pre-employment service or seek employment	Clauses 5 (4) (b)(i), (ii) and (iii)	1
Category B to be self-sufficient within 3 months	Subsection 5 (5)	1
Determining budget deficit	Subsection 7 (1) and (4)	1
<i>Disposal of Assets prior to application</i>	<i>Clause 7(1)(e)</i>	2
Provide information required at application	Clause 12 (1) (a)	1
Accept evidence of application for HSN	Subsection 12 (2)	1
Application discontinued unless exceptional circumstances	Subsection 13(2)	3
<i>Waive Emergency SAP benefit considered as income</i>	<i>Section 14</i>	2
Excess income prior to application	Subsection 15 (2)	2
Employment-related costs - Job Start and Pre-Employment Allowance	Subsection 19 (1) and (2)	1
<i>Relocation allowance – employment/training related</i>	<i>Section 20</i>	1
Relocation allowance - exceptional circumstances	Section 20	3
Child care costs	Subsection 21(1) and (2)	1
Lost, stolen or forged cheques	Subsection 23(1),(2) and (3)	2
<i>Temporary assistance in special circumstances – alternate fuel</i>	<i>Subsection 25(1)</i>	2
Temporary assistance in special circumstances	Subsection 25 (1)	3
<i>Waiver of Monthly Reporting requirement</i>	<i>Subsection 26(3)</i>	2
<i>Waiver of written notice for when verbally reporting a reduction in needs</i>	<i>Subsection 26(7)</i>	1
Reassessment	Section 27	1
Termination - all clients	Subsection 28(1)(a) and (b)	1
Termination - Category A clients	Subsection 28 (2)	1
Termination - Category B clients	Subsection 28 (3)	1
Reconsideration	Subsection 30 (1) and (2)	2
Appeal	Subsection 31 (1)	3
Further Appeals	Subsection 31 (5)	3
Interim Allowance	Subsection 33(1)	2
Interim Allowance - exceptional circumstances	Subsection 33(5)	3

Level 1 approval - Contact Centre Income Assistance Workers

Level 2 approval - Contact Centre Income Assistance Supervisors and Assistant Supervisors; Managers

Level 3 approval - Manager, Contact Centre; Assistant Manager, Contact Centre ; or assigned designate

POLICY STATEMENT

Legislative Authority	Subject	
Transitional Employment Allowance Regulations	Program Rates	CH 18

	General Living Allowance					Board and Room Allowance	Personal Living
	Tier A	Tier B	Tier C	Tier D			
1 Adult	\$552	\$505	\$500	\$480	1 Adult	\$330	\$115
2 Adults	\$947	\$875	\$855	\$840	2 Adults	\$660	\$230
Single Parent - 1 or 2 children - 3 or 4 children - 5 or more children	\$810 \$906 \$974	\$665 \$730 \$785	\$655 \$700 \$745	\$625 \$675 \$706	Single parent - 1 child Two parents - 1 child	\$440 \$745 plus \$85 for each additional child	
2 Parents - 1 or 2 children - 3 or 4 children - 5 or more children	\$1065 \$1161 \$1229	\$920 \$985 \$1040	\$910 \$955 \$1000	\$880 \$930 \$961			

General Living Allowance benefits are for food, clothing, household needs (including furniture, appliances and household supplies), personal needs, transportation (including school transportation, public transit pass or costs associated with owning a vehicle), and for shelter (including rent, mortgage, taxes, insurance, condominium fees, lot rental, homeowner's maintenance). Applicants who have not already paid for accommodation in the month of application - the amount of the general living allowance is reduced by \$8.50 per day for every day from the first day of the month to the day prior to the date of application.

Board and Room - Allowance for cost of accommodation, food, clothing, personal needs and incidental expenses.

Personal Living Allowance of \$115 for adults in accommodations where room and food are provided for. Children receive \$55 when residing in safe shelters.

Tier A - Lloydminster, Regina, Saskatoon, Allan, Asquith, Balgonie, Belle Plaine, Bradwell, Buena Vista, Clavet, Colonsay, Dalmeny, Delisle, Disley, Dundurn, Edenwold, Elstow, Grand Coulee, Langham, Lumsden, Lumsden Beach, Martensville, Meacham, Osler, Pense, Pilot Butte, Regina Beach, Shields, Thode, Vanscoy, Warman, White City

Tier B - Creighton, Estevan, Kindersley, La Loche, La Ronge, Macklin, Melville, Prince Albert, Rosetown, Weyburn, Yorkton

Tier C - Battleford, Fort Qu'Appelle, Humboldt, Meadow Lake, Melfort, Moose Jaw, Nipawin, North Battleford, Swift Current, Watrous

Tier D - Other towns and rural areas.

	Tier A	Tier B	Tier C	Tier D
Telephone	\$30	\$30	\$30	\$30
Power/Electricity				
1st person base amount	\$70	\$70	\$70	\$70
Additional amount per person	\$10	\$10	\$10	\$10
Maximum amount for 5 or more persons	\$110	\$110	\$110	\$110
Energy/Home Heating				
1st person base amount	\$110	\$110	\$110	\$110
Additional amount per person	\$10	\$10	\$10	\$10
Maximum amount for 5 or more persons	\$150	\$150	\$150	\$150
Water				
1st person base amount	\$30	\$30	\$25	\$20
Additional amount per person	\$6	\$6	\$5	\$2
Maximum amount for 5 or more persons	\$54	\$54	\$45	\$28

POLICY STATEMENT

Child Care (children under 13) Per Day Required		
	Private (Unsubsidized)	
	Half day – <i>5 hours or less</i>	Full Day – <i>more than 5 hours</i>
1 child	\$10	\$20
2 children	\$14	\$27
3 children	\$17	\$34
4 or more children	\$21	\$41

Relocation Allowance	
1 Adult	\$467
2 Adult	\$707
Families	
1 - 2 children	\$825
3 - 4 children	\$921
5 or more children	\$989

Other Allowances

Northern Food Allowance - a monthly benefit to meet the additional costs of living in northern communities (\$50 per eligible family member)

Pre-Employment Allowance - a monthly benefit for activities related to pre-employment programs and services (\$20 per eligible adult family member)

Job Start Allowance - a benefit paid for expenses incidental to commencing employment such as work clothing. (\$140 per eligible adult family member)